Document 5

Filed 07/10/2007

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A/72081339.1

Case 5:07-cv-03156-JW

# **U.S. District Court Northern California**

## **ECF Registration Information Handout**

The case you are participating in has been designated for this court's Electronic Case Filing (ECF) Program, pursuant to Local Rule 5-4 and General Order 45. This means that you **must** (check off the boxes ☑ when done):

- □ **1) Register** to become an efiler by filling out the efiler application form. Follow ALL the instructions on the form carefully. If you are already registered in this district, <u>do not</u> register again, your registration is valid for life on all ECF cases in this district.
- ☐ 2) Serve this ECF Registration Information Handout on all parties in the case along with the complaint, or for removals, the removal notice. DO NOT serve the efiler application form, just this handout.
- □ **3) Email** (do not efile) the complaint and, for removals, the removal notice and all attachments, in PDF format within ten business days, following the instructions below. You do not need to wait for your registration to be completed to email the court.
- □ 4) PACER (Public Access to Court Electronic Records) access is mandatory to access dockets and documents. If your firm already has a PACER account, please use that - it is not necessary to have an individual account. PACER registration is free. If you need to establish or check on an account, visit: <a href="http://pacer.psc.uscourts.gov">http://pacer.psc.uscourts.gov</a> or call (800) 676-6856.

BY SIGNING AND SUBMITTING TO THE COURT A REQUEST FOR AN ECF USER ID AND PASSWORD, YOU CONSENT TO ENTRY OF YOUR E-MAIL ADDRESS INTO THE COURT'S ELECTRONIC SERVICE REGISTRY FOR ELECTRONIC SERVICE ON YOU OF ALL E-FILED PAPERS, PURSUANT TO RULES 77 and 5(b)(2)(D) (eff. 12.1.01) OF THE FEDERAL RULES OF CIVIL PROCEDURE.

All subsequent papers in this case shall be filed electronically.

ECF registration forms, interactive tutorials and complete instructions for efiling may be found on the ECF website: <a href="http://ecf.cand.uscourts.gov">http://ecf.cand.uscourts.gov</a>

## **Submitting Initiating Documents**

PDF versions of all the initiating documents originally submitted to the court (Complaint or Notice of Removal, Civil Cover Sheet, exhibits, etc.) must be **emailed (not efiled)** to the **PDF email box for the presiding judge** (not the referring judge, if there is one) **within 10 (ten) business days** of the opening of your case. For a complete list of the email addresses, please go to: **http://ecf.cand.uscourts.gov** and click on [Judges].

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## **U.S. District Court Northern California**

## **Submitting Initiating Documents** (continued)

You must include the case number and judge's initials in the subject line of all relevant emails to the court. You do not need to wait for your registration to email these documents.

These documents must be emailed instead of e-filed to prevent duplicate entries in the ECF system. All other documents must be e-filed from then on.

## **Converting Documents to PDF**

Conversion of a word processing document to a PDF file is required before any documents may be submitted to the Court's electronic filing system. Instructions for creating PDF files can be found at the ECF web site: http://ecf.cand.uscourts.gov, and click on [FAQ].

### **Email Guidelines**

When sending an email to the court, the subject line of the email must contain the case number, judge's initials and the type of document(s) you are sending, and/or the topic of the email.

## **Examples:**

The examples below assume your case number is 03-09999 before the Honorable Charles R. Breyer:

Type of Document	Email Subject Line Text
Complaint Only	03-09999 CRB Complaint
Complaint and Notice of Related Case	03-09999 CRB Complaint, Related Case
Complaint and Motion for Temporary Restraining Order	03-09999 CRB Complaint, TRO

#### **Questions**

Almost all questions can be answered in our FAQs at http://ecf.cand.uscourts.gov, please check them first.

You may also email the ECF Help Desk at ECFhelpdesk@cand.uscourts.gov or call the toll-free ECF Help Desk number at: (866) 638-7829.

The ECF Help Desk is staffed Mondays through Fridays from 9:00am to 4:00pm Pacific time, excluding court holidays.

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2	
3	PROOF OF SERVICE
4	TROOF OF SERVICE
5	I am over 18 years of age, not a party to this action and employed in
6	the County of San Mateo, California at 1900 University Avenue, East Palo Alto,
7	California 94303-2223. I am readily familiar with the practice of this office for
8	collection and processing of correspondence for mailing with the United States
9	Postal Service and correspondence is deposited with the United States Postal
10	Service that same day in the ordinary course of business.
11	Today I served the attached:
12	DECLINATION TO PROCEED BEFORE A MAGISTRATE JUDGE AND
13	REQUEST FOR REASSIGNMENT TO A UNITED STATES DISTRICT JUDGE
14	by causing a true and correct copy of the above to be placed in the United States
15	Mail at East Palo Alto, California in sealed envelope(s) with postage prepaid,
16	addressed as follows:
17	Michael S. Langford Joseph J. Gigliotti, Esq.
18	Attorney at Law Gigliotti & Gigliotti
19	1502 North Broadway 434 East Chapman Avenue Santa Ana, CA 92706 Fullerton, CA 92832
20	Michael J. Walsh, Esq. Rudy Ginez, Esq.
	Walsh & Walsh PC Ginez, Steinmetz & Associates
21	420 Exchange, Suite 270 926 North Flower Street
22	Irvine, CA 92602 Santa Ana, CA 92703
23	I declare under penalty of perjury under the laws of the State of
24	California that the foregoing is true and correct and that this declaration was
25	executed on July 10, 2007.
26	
27	
28	Mary F. Maggini
	<b>v</b>